

**REIMBURSEMENT FOR COSTS OF REPLACING A STAFF
MEMBER ON LONG SERVICE LEAVE**

Schools and Sections may request reimbursement from central funds for costs associated with replacing a staff member on long service leave. A minimum leave period of four weeks applies. Advice regarding options for replacing a staff member on long service leave should be sought from the Division of Human Resources. This claim should be submitted after the replacement costs have been incurred and within one year of the leave being taken.

PART A – EMPLOYEE DETAILS

Name: _____ General Position _____
 Academic Position _____

Position Number: _____ Employee Number: _____ Position Level & Step: _____

School/Section: _____ Employment Fraction: _____

PART B – LONG SERVICE LEAVE BOOKING

From: _____ To: _____

Arrangements for replacement outlined below:

Name of Replacement	Arrangement (eg casual, HDA)	Salary plus oncosts

Claim for Reimbursement \$ _____

Note: the amount of reimbursement will be the lesser of replacement cost or long service leave amount paid to the staff member.

PART C – ARRANGEMENTS FOR REIMBURSEMENT

To (School/Section/Account):	Fund		Orgn		Acct	119X (Academic) 139X (General)
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_____ Budget Manager _____ Signature _____ Date

SUBMIT TO FINANCE

PART D – FINANCE USE ONLY

LSL arrangements verified Yes No

LSL Amount paid (incl oncosts)	
Replacement amount paid (Incl Oncosts)	
Amount to be credited	

Remuneration Officer

Finance Review Committee Approval
Number